



## Health and safety policy

### Introduction

The Board of Management is committed to ensuring the Health and Safety and Welfare of employees, pupils and all other persons involved in the running of the school. The Board recognises the importance of legislation enacted in the Safety, Health and Welfare at Work Act, 2005, the General Application Regulations 2007 and all other relevant safety legislation applicable to its operations. We intend to regularly review the statement in light of experience, changes in legal requirements and the changing nature of the school. The Board of Management shall undertake an annual safety audit and report the findings to the staff and to the Board of Management. This safety inspection/audit will be carried out more frequently at the request of staff or the Board of Management. All records of accidents or ill-health will be monitored to ensure that any necessary safety measures can be put in place, where possible, to minimise recurrences of such accidents and ill-health.

The policy requires co-operation from all employees of the school.

### Aims

We aim to create a safe workplace for the school community. This will be achieved by identifying and tackling risks that can be prevented and by reducing and outlining procedures for risks that cannot be prevented.

To ensure an understanding of the school's duty of care towards the pupils.

To protect the school community from potential accidents and ill health in school/work.

To outline procedures and practices in place to ensure safe systems of work

It aims, in so far as is reasonably practicable, to comply with all relevant health and safety legislation, to include the following areas:

- Provision of a safe workplace
- Safe access routes
- Safe handling and use of cleaning chemicals

### **Below are the health and Safety Officers in Scoil an tSeachtar Loach .**

- The Board of Management itself
- The Board of Management Safety/Health Officer:
- A staff Health/Safety representative -Staff member on the BB .
- The school Principal:

### **Emergency**

- The school requests contact details from each parent at the time of enrolment and we also request an emergency contact should the parents not be available.
- The contact details are updated at the beginning of each school year.
- These details are maintained on the school database, Databiz, which is available on the secretaries' Class teacher and Principal's computer and.
- The Runaí hold a hard copy of these details
- Databiz is used to communicate messages to parents.

### **Exceptional School Closure**

The Principal in consultation with the Chairperson will make the decision to close the school. Each nominated parent will be sent a text on Databiz, If this happens during school time, the text will be sent indicating why the closure is necessary and providing information regarding collection procedures. If this should happen outside of school hours, a text will be sent home as early as possible.

### **Fire Alarm**

#### **Preparation/Prevention**

- The fire exits are clearly marked/lit above each door
- The fire alarm can be heard in each room.
- Each pupil and employee recognises the alarm sound
- Each class has a fixed meeting place outside and away from the building. The exit route and assembly point is indicated in each room.
- Fire drill is practised by the whole school once per term.
- The fire extinguishers are serviced annually.
- All fire doors in the school are to be kept closed at all times.
- The kitchen and the halls have a fire extinguisher.
- Smoke alarms are installed in each room and around the school to detect smoke.

- Teachers are responsible for turning off all electrical equipment every day.
- The fire alarm is monitored by a registered company who also maintain the fire detection system.

"Actfast Fire and Safety LTS has an annual contract to inspect and rectify the school's fire extinguishing equipment when/if necessary.

### **The Drill**

- The fire alarm sounds in every room in the school.
- Children stand in a line in the class.
- If a child is out of the classroom when the alarm sounds, they go to the nearest classroom and leave the building with that class.If a child is with another teacher they leave the building with that teacher.
- The teacher brings the laminated sheet with the pupils' names hung at each exit door.
- Children walk out quietly, without bags/ coats, under the teacher's direction.
- The class teacher shuts the class door once everyone has left.
- Each class lines up at the Meeting Point. Each class stands in it's own line.
- The class roll is called.
- Everyone is asked to stand quietly.

### **After the fire drill**

- The staff discuss the report/drill at the next staff meeting
- The Board is informed of the drill, and any recommendations by staff

### **Minor Accidents and Serious Accidents**

Accidents are accounted for in the book held in the Office by the principal. Workers are regularly advised how to deal with accidents. All members of staff are able to give the basic First Aid requirements. If they are unable to do so or if it is an serious case ,they consult with another member of staff ,they tell the Principal, parents are called and professional help is sought if necessary

If a child has an accident in the Yard:

- 1.The teacher/SNA on supervision duty assesses the situation and makes the decision to send the child for first aid.(Hall)
2. The first aid box will have cotton wool, water, , plasters and icepacks etc. at their disposal to deal with the minor injury
3. The Teacher makes the decision to contact parents .
- 4.Any head injuries -call must be made home

The School Assistant, Janet, is tasked with ensuring that proper provision of first aid material is available throughout the school.

**Critical Incident Policy** Our Critical Incident Policy shall be followed should any critical incident arise. The roles and procedures will be outlined clearly in the Policy statement.

## Health Issues

### **A Enrolment**

Parents are requested to inform the school of any illnesses or allergies the child may have when completing the enrolment form. They are also reminded that, should the child be diagnosed with allergies and /or illnesses during their time in school, they are requested to inform the school immediately.

### **B Children with Specific Illnesses**

Applications for children with specific illnesses are discussed at Board level to ensure that the school can provide adequate provision for this child.

When a child with a specific illness is accepted, the school requires doctors' reports in order to apply for SNA support from our local SENO (Special Educational Needs Officer).

All staff is informed about the child's illness.

Appropriate training is provided to the class teacher and the rest of the staff is necessary.

A photo of the child is placed on the First Aid noticeboard indicating the child's medical needs.

### **C. Administration of Medicine**

A teacher may not administer medication without the specific authorisation of the Board. Please refer to the schools Administration of Medication Policy.

### **D. If a pupil feels ill in class:**

1. The teacher can decide if the child is too ill to remain in school
2. The teacher can seek the Principal's opinion if he/she is unsure.
3. The secretary/teacher phones the child's parents.
4. The parent/ childminder collect the child.

### **E Infectious Disease**

Information about infectious disease is sent to the school staff and the parents of the children in the child's class.

### **F Hygiene**

The cleaner and caretaker ensure that the health and safety resources are appropriate, sufficient and cleaned regularly.

The caretaker , School Assistant and the cleaners ensures that the following are in each room:

- soap • towel • water • toilet paper • refuse bin /

Sanitary disposal unit in the staff toilet and in the toilets from 4th to 6th Class,

## **G Healthy Lunch**

The parents are requested to adhere to the school's Healthy Eating Policy . We ask that the children do not bring sweet food into school. Nuts and seeds are not allowed in the school as there are children enrolled with a severe nut and seed allergy

## **H Smoking**

Staff members, visitors and parents are reminded that smoking / vaping is not permitted on school grounds or in the building

## **Safety and Welfare Issues**

### **A. Children**

#### **1. Supervision of pupil**

A) If a class teacher is absent (and a substitute unavailable)

- The Principal will notify the staff of the teacher's absence to prepare them to receive extra pupils,
- The class teacher must leave work prepared in advance when possible.
- The class teacher arranges appropriate seating for the children spending the day in his/her class.
- The teacher assumes full responsibility for the additional pupils for the time they are in her/his class.
- All teachers are to leave two days extra work in the class in case they are absent.

#### **B) Travelling to and from the yard**

- Class teachers collect their class from the yard after each break.
- Class teacher escort classes to the yard at each breaktime and to the correct door at home time.

#### **C) Wet Day Supervision**

- Class teachers are responsible for providing work/games etc on wet days.
- The teacher/s on yard duty rota will supervise the classes, walking from class to class.

#### **2. Supervision of children before/after school hours**

- School begins at 8.50am every day. The school doors open at 8:50 to allow pupils to arrive. Parents are responsible for their child(ren) before 8.50 am
- Children are not permitted to play in the school yard before or after school.

- Infants finish at 1.30. 1-6 classes finish at 2.30. The school cannot accept responsibility for the children after these times (except when involved in school tours or school activities under teacher supervision)

### **3.Visitors who come to the school**

- In the interests of safety, all visitors to the school should enter through the front door and check into the school office.
- Teachers are willing to meet visitors at the appropriate time. However, only visitors with appointments will be permitted to see a member of staff.
- If a visitor approaches a member of staff without an appointment, the member of staff reserves the right to defer speaking about the matter in question until a later, more convenient time.

### **4.Children leaving school early**

- The parent/guardian must call into the office to sign the child out. The Secretary/Principal will then collect the child from the class. The children will not be released to someone unknown to school staff unless the parent has informed us that this will be the case.

### **5.Code of Behaviour & Anti-Bullying policy**

- A Code of Behaviour was created by the school to provide guidelines regarding acceptable behaviour, unacceptable behaviour and how best to deal with them. Staff are requested to familiarise themselves with this policy and adhere to it.
- Bullying is always unacceptable and it is never tolerated in this school. In cases of bullying, the Anti-Bullying policy should be referred to.

### **6.Child Protection**

- The school's Child Protection Strategy, in line with Child Protection Procedures for Primary, must be followed in the case of an allegation or suspicion of child abuse

### **7.School Tours**

- Staff must follow the school tour policy when arranging school tours or any activity that requires the children leaving the school grounds.

## **B School staff**

### **1.Garda Vetting**

- As part of the Department of Education's employment regulations, no teacher/staff member will be employed without Garda vetting having been completed.
- In the case of teachers, Garda vetting is carried out by the Teaching Council.
- In the case of other staff, Garda vetting is carried out through the Diocese.

- . Guidelines in relation to vetting as set out in the Department of Education Circular 31/2016 are followed.

## **2.Positive Staff Relations**

Every effort will be made to resolve staff disagreements etc. as quickly as is possible following the structures laid down by the school

### **1. Informal Communication**

- Talking together
- Identifying problem
- Looking for solution
- Observing due process
- Set realistic goals
- Keep records

2. Intervention by the Principal

3. Investigation by the Board of Management

## **3.Bullying sexual Harrassment**

- The same steps as above are followed. This will also be covered in the school's adult bullying policy.

## **4. Assault on a Staff member**

When the employee feels at risk from or threatened by a particular person on school property or at a school event, this must be drawn to the Board of Management's attention. The Board of Management will undertake to ensure that in such circumstances all appropriate measures will be taken to protect employees. The following steps should be followed in the event of an assault:

- The incident should be reported to the Principal teacher/other colleague. The school's complaints procedures and critical incident policies will be followed as necessary.
- The details of the incident(s) should be recorded on Incident report forms, taken from witnesses' present. Situations in which members have been intimidated or threatened with physical violence should also be recorded.
- Where necessary, immediate medical assistance should be sought.

- The matter should be reported to the Gardaí, where appropriate. This report would normally be made by the teacher who was assaulted.
- The Chairperson should be notified and they will decide if an emergency meeting of the Board of Management should take place. The Board should notify its legal advisors of the assault. The Board's insurance company should also be notified. The Board should take the incident reports into consideration and communicate appropriate decisions / sanctions in writing with the involved parties.

Where the assault is by a pupil the matter should be dealt with in accordance with the school's Code of Discipline and as provided for in Rule 130(5) of the Rules for National Schools

### **5.Training**

- The Board of Management undertakes that all necessary training, instruction and information will be supplied to each employee to secure their safety and health in the work place. The primary responsibility for this rests with the Board of Management.
- There is a commitment by the Board of Management to identify safety training needs, to carry out that training and to assess the competence of employees in safety procedures.
- Training courses will be provided on fire prevention and the use of fire-fighting appliances. Fire prevention and evacuation procedures are also included in the induction-training course for new employees. All staff will be responsible for evacuation procedures.
- Additional training courses will be provided to meet specific needs as they arise from time to time. Such courses may be carried out in-house or at an appropriate outside agency. All staff are expected to co-operate with the training provided.
- It is recognised that maintaining a safe working environment needs constant vigilance and it is accepted that training of employees will continue to have an important role in this regard.

### **6 Members of staff and students are reminded.**

- Staff and students are not allowed to attend the premises or carry out duties whilst under the influence of illicit drugs or alcohol. Any person found breaking this rule will be liable to disciplinary action.

## **C.Equipment and materials**

### **1.Machinery, Kitchen Equipment and Electrical Appliances**



- Machinery, kitchen equipment and electrical appliances are to be used only by competent and authorised persons. Such appliances and equipment will be subject to regular maintenance checks

## **2.Chemicals**

- All chemicals, photocopier toner, detergents etc are stored in clearly identifiable containers bearing instructions and precautions for their use and shall be kept in a contained area.

## **3 Heating & Ventilation**

- The gas boiler and heating system is serviced annually and maintained appropriately.
- There are blinds provided on each window in order that children and teachers do not have to work in direct sunlight.
- The windows can be opened easily to provide ventilation

## **4,Plugs,sockets, leads**

Teachers and the caretaker are encouraged to visually check that:

- plugs are in good condition with no cracks or pieces missing;
- sockets are in good condition with no cracks or pieces missing;
- sockets screws and mountings are secure;
- sockets are situated in safe positions, convenient for the equipment to be used and not subject to damp;
- indicator lights on sockets function correctly;
- insulation on leads is not cracked or frayed;
- leads are without knots or joins and are reasonably free of 'kinks';
- leads are the correct length for the equipment being used;
- there are no trailing leads;
- multi-point adaptors are not being used;
- leads and flexible cable are securely fixed at both equipment and plug ends.

**Risk Assessment** Reviewed each school year.

## **The Board of Management's Safety Officer**

Will be responsible for:

- Planned implementation of effective health and safety standards within the school in conjunction and cooperation with the Principal

- Requesting from the Board of Management sufficient funds and facilities to enable the safety policy to be implemented.
- Periodically appraising the effectiveness of the Safety, Health & Welfare Policy.
- Procuring advice and assistance whenever necessary and take heed, together with remedial action, on any matters brought to his /her attention.
- Investigating all accidents and dangerous occurrences, in conjunction with external Safety Consultants if necessary.
- Ensuring that there are an adequate number of occupational first aiders and that those occupational first aiders have received regular and relevant training so as to help them to discharge the duties of this role.
- Ensuring that any contractors working within the school observe reasonable safety considerations and that they are aware that any work carried out must be in accordance with current health and safety regulations and any codes of safe practice governing the work being done.

### **Staff**

The school staff shall ensure that:

- They are not under the influence of an intoxicant to the extent that they endanger their own or other persons' safety. To submit to tests for intoxicants as and when regulations specifying testing procedures are adopted
- They co-operate with an employer or other people to ensure that the Health and Safety law is implemented
- They do not engage in improper conduct that will endanger you or anyone else
- They attend Health and Safety training and correctly use any equipment at work
- They use protective clothes and equipment provided
- They report any dangerous practices or situations that you are aware of to an appropriate person
- Do not interfere or misuse any safety equipment at your workplace
- They tell their employer if they are suffering from a disease or illness that adds to risks.

### **Staff Safety Representative**

Will be responsible for:

- Representing the employees at the place of work in consultation with the employer on matters in relation to health and safety
- Inspecting the place of work on a schedule agreed with the employer or immediately in the event of an accident, dangerous occurrence or imminent danger or risk to the safety, health and welfare of any person
- Receiving appropriate training
- Investigating accidents and dangerous occurrences
- Investigating complaints made by employees
- Making representations to the employer on matters relating to safety, health and welfare

The entire school staff is responsible, along with the Board of Management, for ensuring this policy is implemented. The Principal and staff health and safety representatives are responsible for ensuring all staff members have received a copy of this policy. However, it is of each individual staff members' duty and obligation to read and understand this policy.

- Consulting and liaising with other safety representatives in the same undertaking

### **The Principal**

will be responsible for:

- Planned implementation of effective health and safety standards within the school according to agreed objectives and for ensuring that health and safety standards.
- Requesting from the Board of Management sufficient funds and facilities to enable the safety policy to be implemented.
- Periodically appraising the effectiveness of the Safety, Health & Welfare Policy.
- Procuring advice and assistance whenever necessary and take heed, together with remedial action, on any matters brought to his /her attention.
- Ensuring the implementation of an efficient communication procedure so that all Staff are aware of workplace standards and are provided with information on accidents and other safety, health and welfare information.

- Ensuring that staff reporting to him/her are supported in enabling them to reach the correct decisions in respect of health and safety matters,
- Planning and supervising all work processes in a safe manner and in accordance with the standards set out in the Safety Statement.
- Investigating all accidents and dangerous occurrences, in conjunction with external Safety Consultants if necessary.
- Ensuring that there are an adequate number of occupational first aiders and that those occupational first aiders have received regular and relevant training so as to help them to discharge the duties of this role.
- Ensuring that all staff are made aware of and accept their specific responsibilities and comply with the school's Safety, Health & Welfare Policy and the organisation and arrangements for carrying it out.
- Ensuring that any contractors working within the school observe reasonable safety considerations and that they are aware that any work carried out must be in accordance with current health and safety regulations and any codes of safe practice governing the work being done. • Ensuring in so far as reasonably practicable, equipment and materials purchased by the school are only purchased with the necessary consideration of the standards required and laid down in the Safety Statement.

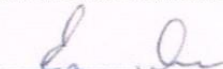
### Success Criteria

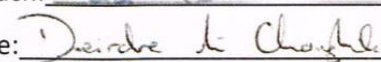
Feedback from teaching staff, all non-teaching staff, parents, pupils is obtained regularly to ensure the structures outlined in this policy are working effectively.

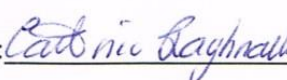
### Review

This statement shall be regularly revised by the Board of Management of Scoil an tSeachtar Loach in accordance with experience and the requirements of the Health and Safety Act and the Health and Safety Authority

Sínithe ar son an Bhoird Bhainistíochta:

Cathaoirleach:  Dáta: 29.5.2024

Príomhoide:  Dáta: 29.5.2024

Oifigeach Sábháilteachta & Sláinte (Foireann):  Dáta: 29.5.2024